

**TOWN OF BENNETT, COLORADO
BOARD OF TRUSTEES
Regular Meeting
November 24, 2020**

1. CALL TO ORDER

The Board of Trustees of the Town of Bennett met in regular session on Tuesday, November 24, 2020 virtually via Zoom Link. Mayor Royce Pindell called the meeting to order at 7:00 p.m. The following persons were present upon the call of the roll:

Mayor: Royce Pindell

Trustees Present: Darvin Harrell
Whitney Oakley
Rich Pulliam
Denice Smith - *excused*
Donna Sus - *excused*
Larry Vittum

Staff Present: Trish Stiles, *Town Administrator*
Rachel Summers, *Deputy Town Administrator*
Taeler Houlberg, *Assistant to the Town Administrator*
Alison Belcher, *Public Relations Coordinator*
Sara Aragon, *Community Development Coordinator*
Steve Hebert, *Planning and Economic Development Manager*
Danette Ruvalcaba, *Finance and Technology Director*
Deb Merkle, *Community Development Manager*
Tom Pitchford, *Chief Building Inspector*
Daymon Johnson, *Capital Projects Director*
Melinda Culley, *Kelly P.C., Town Attorney*
Christina Hart, *Town Clerk*

Public Present: Kathy Smiley

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Royce Pindell.

3. APPROVAL OF AGENDA

TRUSTEE PULLIAM MOVED, MAYOR PRO TEM HARRELL SECONDED to approve the agenda presented.

The voting was as follows:

YES: Oakley, Pindell, Pulliam, Vittum, Harrell

NO: None

EXCUSED: Smith, Sus

Mayor Royce Pindell declared the motion carried by unanimous vote.

4. CONSENT AGENDA

MAYOR PRO TEM HARRELL MOVED, TRUSTEE VITTUM SECONDED to approve the consent agenda as presented.

YES: Pindell, Pulliam, Vittum, Harrell, Oakley

NO: None

EXCUSED: Smith, Sus

Mayor Royce Pindell declared the motion carried by unanimous vote.

A. Approval of Minutes

Action: Approval of November 10, 2020 Regular Meeting Minutes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

5. REGULAR BUSINESS

A. Action/Discussion Items

1. State Highway 79 & I-70 Interchange Improvements Project

Daymon Johnson, Capital Projects Director, reported to the Board of Trustees the Town of Bennett issued Request for Proposal (RFP) 20-011 on July 6, 2020 for the development and design of construction documents for the ramp improvements at Exit 304. The RFP was closed on September 16, 2020.

The Town of Bennett received two bids on RFP 20-011. The firms who responded are Short Elliott Hendrickson, Incorporated (SEH) and Ayers Engineering.

A four-person review team made up of Trish Stiles, Town Administrator, Steve Hebert, Planning & Economic Development Manager, Dan Giroux, Town Engineer, and Daymon Johnson, Capital Projects Director, evaluated the proposals received. Each proposal was graded using five categories, with each category assigned a weighted score. The criteria are listed in the table below:

Criteria	Max Possible Points
Team Approach	30
Team Member Qualifications	15
Similar Work Experience	10
Project Approach	30
Proposed Schedule	15

The grading for each firm is included in the table below:

Scorer	SEH	Ayers
Trish Stiles	88	60
Steve Hebert	75	100
Dan Giroux	82	80
Daymon Johnson	85	80
Scoring Average	82.5	80

Once the grading was complete and the best proposal was selected, the Town was able to move forward to enter into pricing negotiations. SEH was notified on October 13, 2020 that they were selected for the design process.

Staff received formal pricing on the project from SEH on October 28, 2020 in the amount of \$238,396.14. The pricing is in line with the early budgets the Town received from SM Rocha during the conceptual stages of the project.

Trish Stiles, Town Administrator, reported to the Board of Trustees, to guide and shape the destiny of the program, the Town of Bennett has taken the lead of the project. This is where SEH will come into play. Ms. Stiles reported there are several funding partners due to the magnitude of the project. The Town of Bennett has a small part of the project equating to approximately 20% of the total overall budget.

Town Staff recommend the Board of Trustees approve a contract with SEH for the I-70 (Exit 304)/State Highway 79 Interchange Improvements Project.

TRUSTEE VITTUM MOVED, TRUSTEE PULLIAM SECONDED, to approve Resolution No. 850-20 – A Resolution Approving a Contract with Short Elliott Hendrickson, Incorporated (SEH) for the I-70 (Exit 304)/State Highway 79 Interchange Improvements Project. Voting was as follows:

YES: Pulliam, Vittum, Harrell, Oakley, Pindell

NO: None

EXCUSED: Smith, Sus

Mayor Royce Pindell declared the motion passed by unanimous vote.

2. Finance and Technology Department Progress Report

Danette Ruvalcaba, Finance and Technology Director, reported to the Board of Trustees, the Finance Department continues to finalize the 2021 budget. The Finance Department is beginning to close out the 2020 fiscal year, however 2020 will not be closed out until March of 2021 and finalized after the audit. The audit is due to the State of Colorado by June 30, 2021.

The Town of Bennett will be issuing a Request for Proposal (RFP) at the beginning of 2021 seeking a new audit firm. Mr. Dazzio notified the Finance Department he is moving towards retirement and will not be renewing his contract with the Town of Bennett.

The Town's new finance software is slated to be live by May of 2021. The implementation of the Caselle software has been delayed due to the COVID-19 pandemic.

Several applications for the new Finance and Technology Coordinator position have been received by the Human Resources (HR) Department. If the position is appropriated in the 2021 budget, interviews with the applicants will begin within the next three weeks and the new employee would begin employment with the Town of Bennett beginning in January 2021.

The Technology Department installed a new server during the Summer of 2020. The previous server was one of the last pieces of the Town running the Windows 7 Operating System (OS). Windows 7 is no longer supported by Microsoft. New Surfaces were purchased for the Utility Services Department to monitor SCADA program. The Surface's replaced the Toughbook's which also ran on the Windows 7 OS. Pending the setup of all Surface's, all Town devices will be running on the Windows 10 Professional OS.

Project Status & Milestones achieved by the Finance Department include the following:

Grants Closed:

- Future Park Phase II
- Bennett Regional Parks and Open Space (BRPOS) Landscaping and Amenities
- Community Garden
- Art in the Parks
- CanDo Grant with Colorado Department of Transportation (CDOT)

Grants Soon to be Closed:

- Centennial Park Drainage
- Highway 79 Trail Phase I
- Brother's Four Park
- Trupp Park Phase IV
- Cordella Lift Station

Recently Received Grants:

- Highway 79 Trail Phase II
- Community Center Improvements
- Civic Center Park Conceptual Plan

3. Third Quarter Financials 2020

General Fund

- At 82% of budgeted revenues
 - 96% of budgeted sales tax
 - Sales tax is currently at 20.3% over budgeted
 - 34% increase from 3rd quarter of 2019
- CARES-All requests have been submitted for reimbursement
- Projecting to increase fund balance by approximately \$420,000
 - We are still projecting the need for budget amendment related to CARES Funding and the Muegge Way project. The amendments will be done during Audit in spring of 2021.

Road and Bridge

- At 85% of budgeted road tax revenue
- We are projected to expend all 2020 revenues

Water Fund

- At 76% of budget revenue
- Emergency well repairs
 - An update on these repairs will be provided during the meeting on December 8, 2020.
- Bond funds are being reserved for water rights purchases.

Wastewater Fund

- 80% of budgeted revenue
- Projected to net approximately \$158,000 in fund balance.

CIP

- At 66% of budgeted revenue
 - Staff anticipates LGI pulling their remaining 35 permits this year.
 - Penrith Park will continue to pull approximately 6 per month through the end of 2020.

Sales Tax CIP

- At 100% of budgeted revenue
- Projected to go into fund balancer due to projects that have been carried forward.
 - Muegge Way

- Kiowa-Bennett Road

Water Capital

- Projected to net approximately \$1.8M in fund balance.
 - This will increase if LGI and Penrith Park continue to pull permits.

Wastewater Capital

- Projected to net approximately \$490,000 in fund balance.
 - This will increase if LGI and Penrith Park continue to pull permits.

Storm Drainage Impact Fee Fund

- Projected to net approximately \$45,000 in fund balance.
 - This will increase if LGI and Penrith Park continue to pull permits.

Public Facilities Impact Fee Fund

- Projected to net approximately \$254,000 in fund balance.
 - This will increase if LGI and Penrith Park continue to pull permits.

Transportation Impact Fee Fund

- Projected to net approximately \$108,000 in fund balance.
 - This will increase if LGI and Penrith Park continued to pull permits.

Bennett Days Fund

- Projecting a General Fund transfer of approximately \$20,000.

4. Town of Bennett Proposed 2021 Budget – Third Draft

Danette Ruvalcaba, Finance and Technology Director, reported to the Board of Trustees, the third draft of the 2021 budget before them has a few small adjustments to the operating budgets. There was a change to the Public Works Director positions where changed during the middle of the budget process, therefore Staff was able to make adjustments to the budget item.

Ms. Ruvalcaba reported a change by adding a landscaping permit to the 2021 budget. The “idea” behind the landscaping permit is the opportunity to educate and encourage residents to become water wise. Items requiring a proposed permit include:

- Installation and replacement of irrigated landscaping, including new turf (sod or seed) for areas 250 sq. ft. or greater at any time of the year.
- Installation of new irrigation/sprinkler system where none currently exists or when replacing or renovating an existing system, such as adding a zone, or changing the size of a system, at a residence.
- Installing an irrigation/sprinkler system for commercial or multi-family projects. These projects must additionally submit irrigation plans.

Additional Fee Schedule Change Proposal:

- Land use fee for administrative costs related to land use applications
 - 10% >20%
 - Planning services were previously contracted, they are now in-house.
- 3-year animal licenses
 - Spay/neutered-\$27.00/3-year
 - Veterans-413.00/3-year
 - Seniors-\$13.00/3-year
 - Intact-\$70.00/3-year
- Bee permit
 - \$25.00/year

B. Public Hearing

1. 2018 International Code Council (ICC) Adoption

Ordinance No. 717-20 – An Ordinance Adopting by Reference the 2018 Editions of the International Building Code, the International Mechanical Code, the International Plumbing Code, the International Fire Code, the International Existing Building Code, the International Residential Code, the International Fuel Gas Code, and the International Energy Conservation Code, Promulgated by the International Code Council; and by the Edition of the National Electric Code Currently Adopted by the Colorado Department of Regulatory Agencies, Division of Professions and Occupations, as may be Updated from Time to Time; Adopting Amendments to such Codes Adopted by Reference; Establishing Penalties for Violations of such Codes; and Repealing all Ordinances in Conflict Therewith.

Mayor Royce Pindell called the matter of the 2018 International Code Council Adoption and Ordinance No. 717-20 to order. The public hearing was opened at 7:45 p.m.

Christina Hart, Town Clerk, stated that in accordance with Colorado State Statute, notice of the public hearing was properly posted and published in the Eastern Colorado News on November 6th and November 13th, 2020. Legal #2422.

Deb Merkle, Community Development Manager, reported to the Board of Trustees, the amendment to Chapter 18 of the Bennett Municipal Code regarding the 2018 International Code Council update have seen no changes or updates since the first reading of Ordinance No. 717-20 on October 27, 2020.

Public Comments

There were no public comments presented.

Trustee Comments

There were no Trustee comments presented.

Mayor Pindell closed the public hearing on the 2018 ICC Adoption at 7:49 p.m.

TRUSTEE PULLIAM MOVED, MAYOR PRO TEM HARRELL SECONDED, to approve Ordinance No. 717-20 – An Ordinance Adopting by Reference the 2018 Editions of the International Building Code, the International Mechanical Code, the International Plumbing Code, the International Fire Code, the International Existing Building Code, the International Residential Code, the International Fuel Gas Code, and the International Energy Conservation Code, Promulgated by the International Code Council; and by the Edition of the National Electric Code Currently Adopted by the Colorado Department of Regulatory Agencies, Division of Professions and Occupations, as may be Updated from Time to Time; Adopting Amendments to such Codes Adopted by Reference; Establishing Penalties for Violations of such Codes; and Repealing all Ordinances in Conflict Therewith. Voting was as follows:

YES: Vittum, Harrell, Oakley, Pindell, Pulliam

NO: None

EXCUSED: Smith, Sus

Mayor Royce Pindell declared the motion passed by unanimous vote.

6. TOWN STAFF REPORTS

Town Administrator

Trish Stiles, Town Administrator provided the following report;

- Technically on “staycation” this week staying very busy.
- Drive-Thru Breakfast with Santa on December 5, 2020. Due to COVID-19 Staff will be preparing the kits in order to stay within the recommended Tri-County Health/CDC guidelines. Additional help from the Trustees will be welcome on December 5th, the day of the event.
- Take Out Tuesday
 - Subway - November 24th.
 - High Plains Diner - December 8th.
- Bennett Stronger Together Grants
 - Bennett Parks and Recreation District - second grant.
 - The Hair Studio – first grant.
 - High Plains Diner (processing grant).
- Town of Bennett will host a virtual Christmas party on December 11 at 6:00 p.m. A virtual party kit will be provided.
- Staff is working on wrapping up projects.
- COVID-19 testing available at the Bennett Community Center. The testing is free.
- Staff has been provided the KN-95 masks.
- COVID-19 – Since March 2020 Bennett incident rate is at 201 positive tests.

7. TRUSTEE COMMENTS AND COMMITTEE REPORTS

Larry Vittum

Trustee Vittum reported on the following;

- Attended DRCOG small town conference

Royce Pindell

Mayor Pindell reported on the following;

- Continue to attend Tri-County Health meetings relating to COVID-19
- Wished everyone a Happy Thanksgiving. Encouraged all to continue to practice social distancing guidelines and wear PPE.

8. ADJOURNMENT

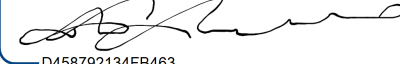
TRUSTEE VITTUM MOVED, TRUSTEE PULLIAM SECONDED to adjourn the meeting. The meeting was adjourned at 8:16 p.m. Voting was as follows:

YES: Harrell, Oakley, Pindell, Pulliam, Vittum

NO: None

EXCUSED: Smith, Sus

The Mayor declared the motion carried by unanimous vote.

DocuSigned by:

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Royce D. Pindell, Mayor

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Christina Hart
Town Clerk